Defense Travel Management Office

WELCOME TO

T-230

Special Circumstances Travel

(SCT)

T-230 CLASS OVERVIEW

Topic:

Special Circumstances Travel

Target Audience:

Travelers, Travel Clerks, NDEAs and DTAs

Time:

Approximately 45 minutes

Pre-Requisites:

T-101 Document Processing - Authorizations

T-102 Document Processing – Vouchers OR

Equivalent DTS Training or Experience

TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**

- ✓ **Exit class**
- ✓ **Close all other software applications**
- ✓ **Log back into class**
- ✓ Check with local IT staff

If problem persists call the DISA Help Desk:

ATTENDANCE CREDIT

SELECT: GUEST
ENTER: FULL NAME + SERVICE/AGENCY
INITIALS

Acrobat® Connect™ Professional

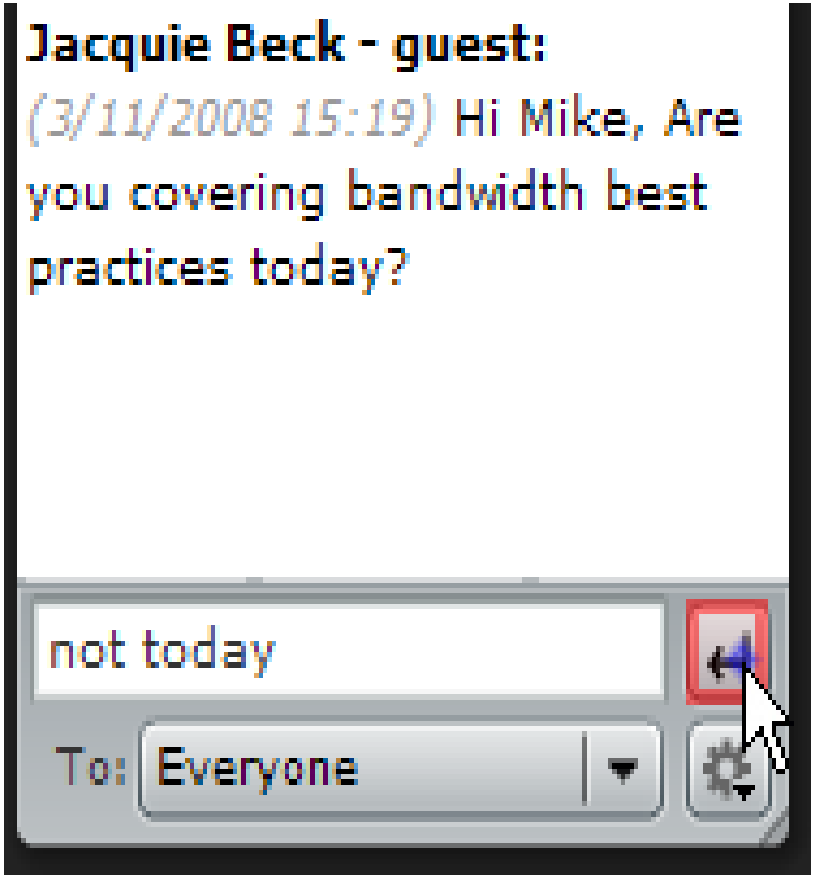
F-205 Advanced CBA Reconciliation

- (•) Enter as a Guest
  Type your name:
  Helen Smith/DTMO
  Enter Room
- ( ) Enter with your login and password

DCO
DEFENSE CONNECT ONLINE

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may

COMMUNICATING IN CLASS



Training Objectives

- Introduction to SCT
- SCT Itinerary Creation
- SCT Trip Type Descriptions
- SCT Trip Types by DTS Functionality
- SCT-Specific DTS Functionality

Definitions

Uniformed member	A person commissioned or enlisted in the U. S. Army, Navy, Air Force, Marine Corps, NOAA, or PHS
Civilian employee	A person whose salary is currently being paid by the DoD
Government employee	A non-DoD federal employee whose travel is being paid by DoD
Sponsor	A military member or civilian employee with at least one dependent
Dependent	Given the right conditions, a spouse, child, sibling, or parent of a military member or civilian employee. Could include a person with a similar relationship
Escort	A person who accompanies a member while on official travel
Attendant	An escort appointed by competent medical authority to assist a patient who is on official travel.

What is SCT?

- Uncommon travel types allowed by JFTR/JTR

- Standard TDY means:

Traveler Type:	Travel Type:
Military Member **Civilian Employee** **Government Employee**	**Business** **Training** **Deployment**

- Examples of SCT
  - Patient travel
  - Emergency travel
  - Dependent travel

Entitlements: Standard TDY vs SCT

- Standard TDY reimbursement or payments:
  - Transportation and lodging expenses
  - Mileage and non-mileage expenses
  - Meals and incidental expenses

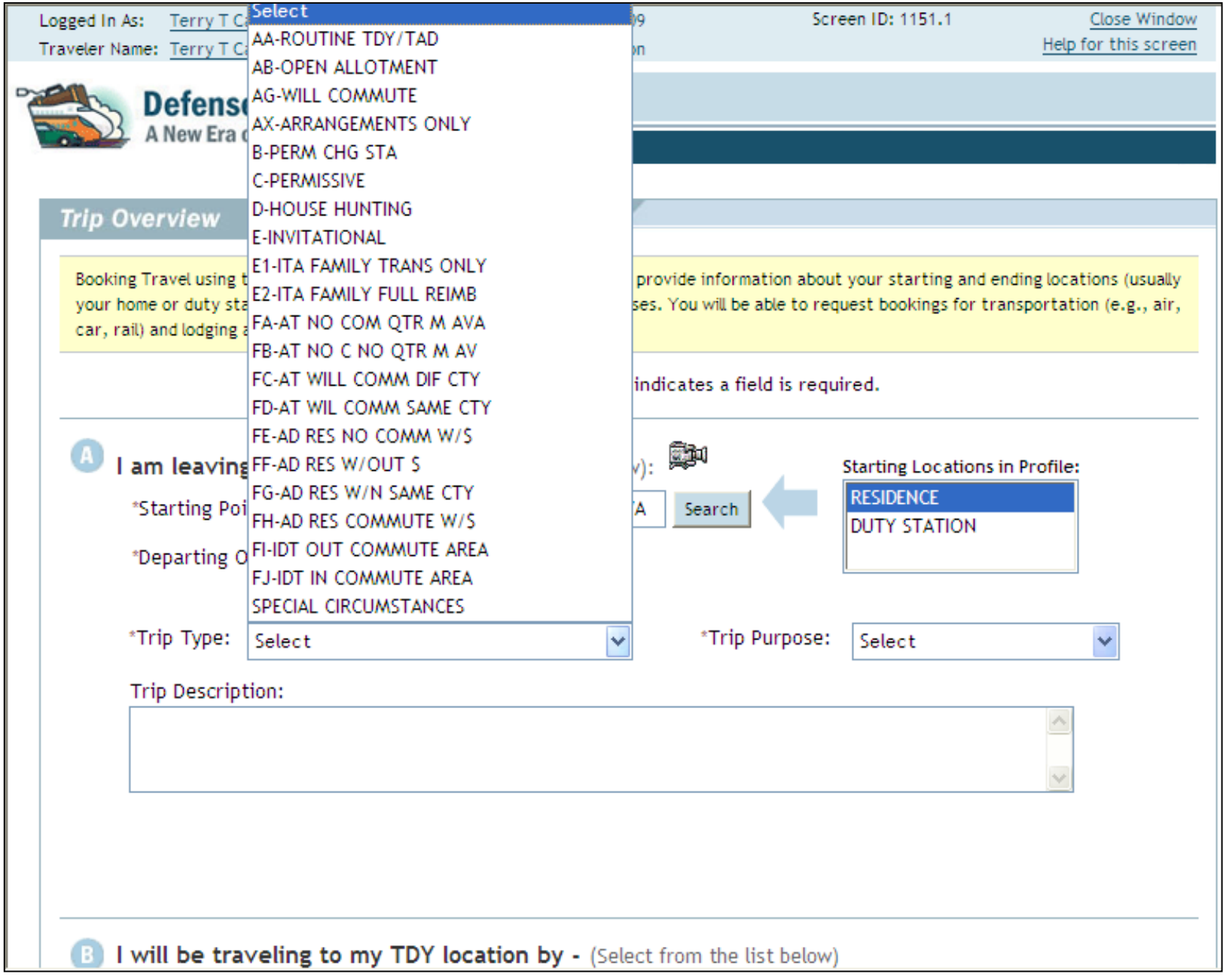
- SCT trip types may allow:
  - Standard TDY entitlement rules
  - Restricted or no transportation entitlement
  - Modified or no per diem entitlement
  - Altered entitlement calculations

SCT Itinerary Creation

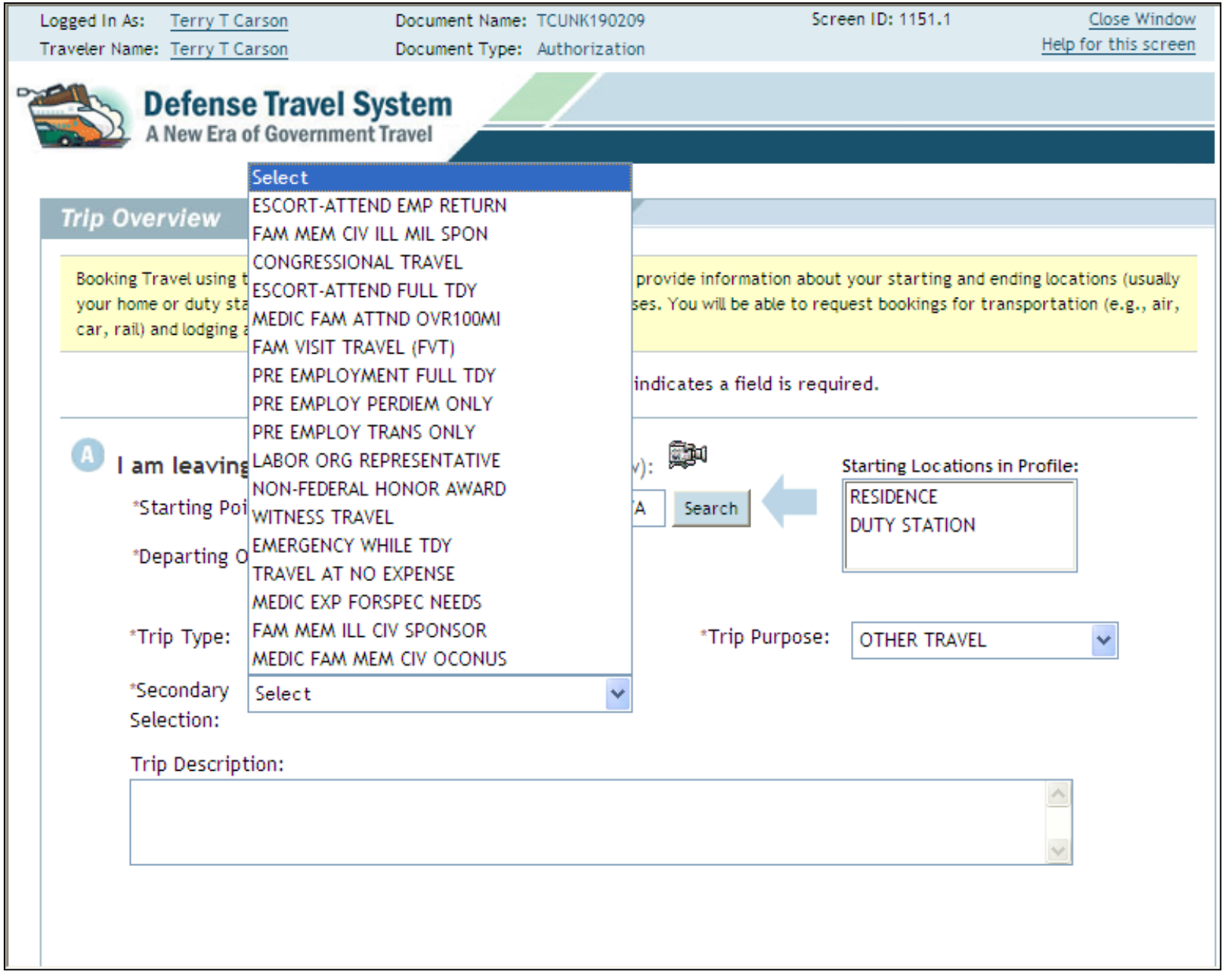
- Select: Special Circumstances Trip Type
- DTS Displays: Secondary Selection List
  - Specific SCT trip types
  - List varies based on traveler's profile

- Select: Trip Type from Secondary List
- DTS Displays: Eligibility Requirements
  - New informational screen opens
  - Unique for each trip type

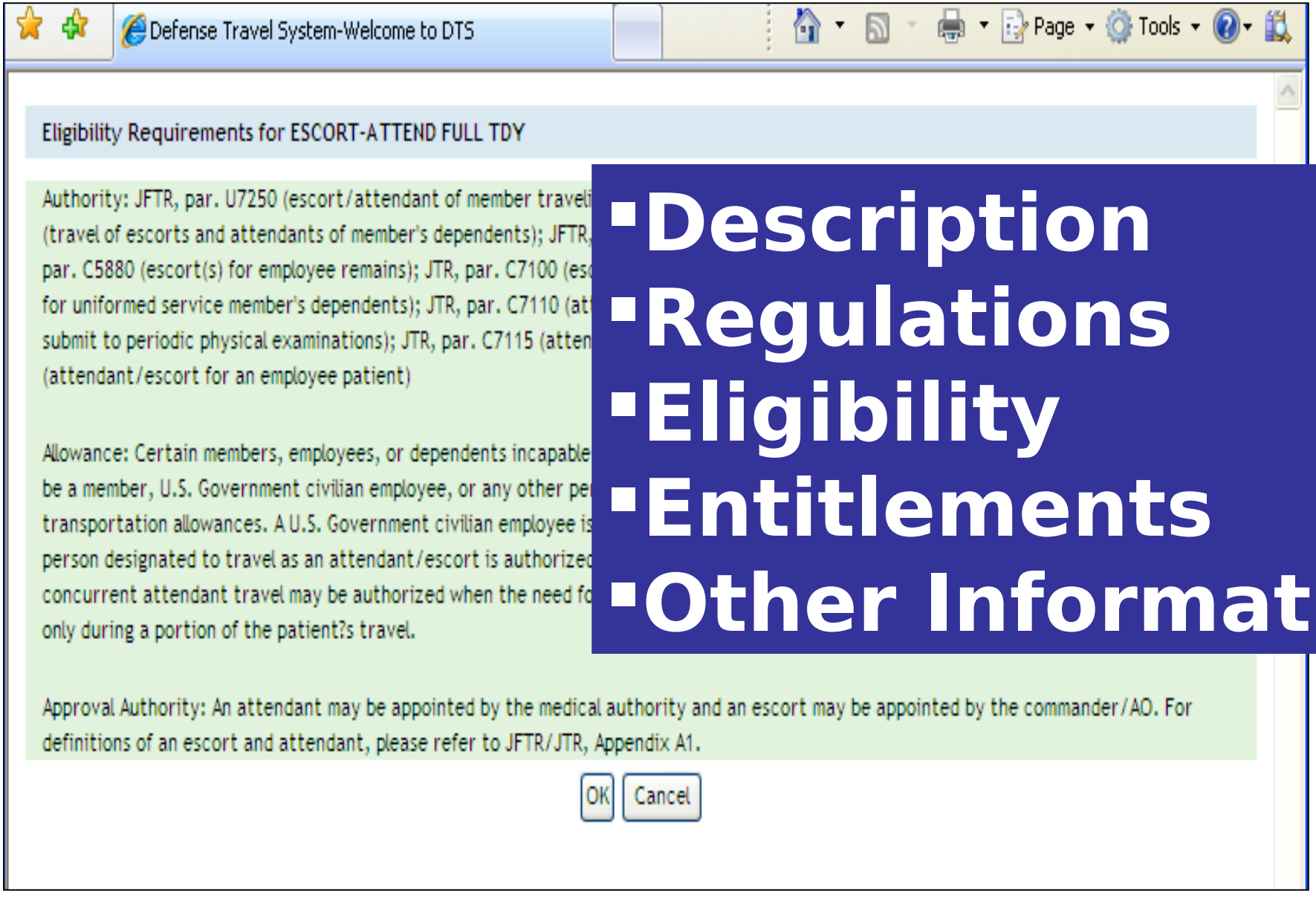
SCT Trip Type Drop-Down Option



Secondary Selection Drop-Down



Information Pop-up



Creating a Standard TDY Trip

START ON Trip Overview Screen

OPEN Trip Type Drop-Down List

SELECT TRIP TYPE From 20 STANDARD TDY DEFINITIONS

- AA-ROUTINE TDY/TAD
- AB-OPEN ALLOTMENT
- AG-WILL COMMUTE
- AX-ARRANGEMENTS ONLY
- B-PERM CHG STA
- C-PERMISSIVE
- D-HOUSE HUNTING
- E-INVITATIONAL
- E1-ITA FAMILY TRANS ONLY
- E2-ITA FAMILY FULL REIMB
- FA-AT NO COM QTR M AVA
- FB-AT NO C NO QTR M AV
- FC-AT WILL COMM DIF CTY
- FD-AT WIL COMM SAME CTY
- FE-AD RES NO COMM W/S
- FF-AD RES W/OUT S
- FG-AD RES W/N SAME CTY
- FH-AD RES COMMUTE W/S
- FI-IDT OUT COMMUTE AREA
- FJ-IDT IN COMMUTE AREA
- SPECIAL CIRCUMSTANCES

Standard TDY

The last option is Special Circumstances

Creating SCT Trips

START ON Trip Overview Screen

OPEN Trip Type Drop-Down List

SELECT SCT TRIP TYPE

Trip Type Selection Screen

- AA-ROUTINE TDY/TAD
- AB-OPEN ALLOTMENT
- AG-WILL COMMUTE
- AX-ARRANGEMENTS ONLY
- B-PERM CHG STA
- C-PERMISSIVE
- D-HOUSE HUNTING
- E-INVITATIONAL
- E1-ITA FAMILY TRANS ONLY
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- FH-AD RES COMMUTE W/S
- FI-IDT OUT COMMUTE AREA
- FJ-IDT IN COMMUTE AREA
- SPECIAL CIRCUMSTANCES

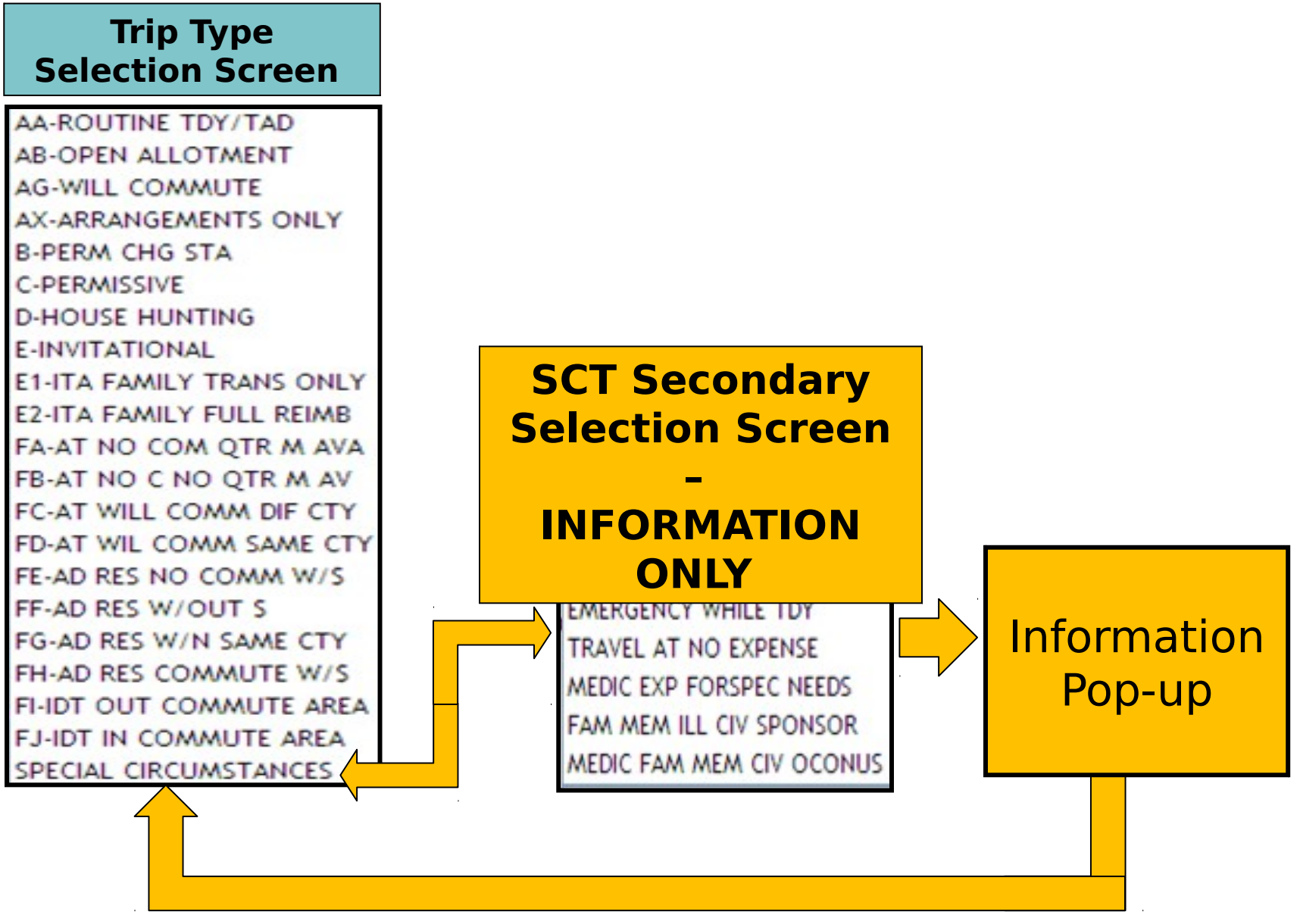
SCT Secondary Selection Screen *

- FAM MEM CIV ILL MIL SPON
- CONGRESSIONAL TRAVEL
- ESCORT-ATTEND FULL TDY
- MEDIC FAM ATTND OVR100MI
- FAM VISIT TRAVEL (FVT)
- PRE EMPLOYMENT FULL TDY
- PRE EMPLOY PERDIEM ONLY
- PRE EMPLOY TRANS ONLY
- LABOR ORG REPRESENTATIVE
- NON-FEDERAL HONOR AWARD

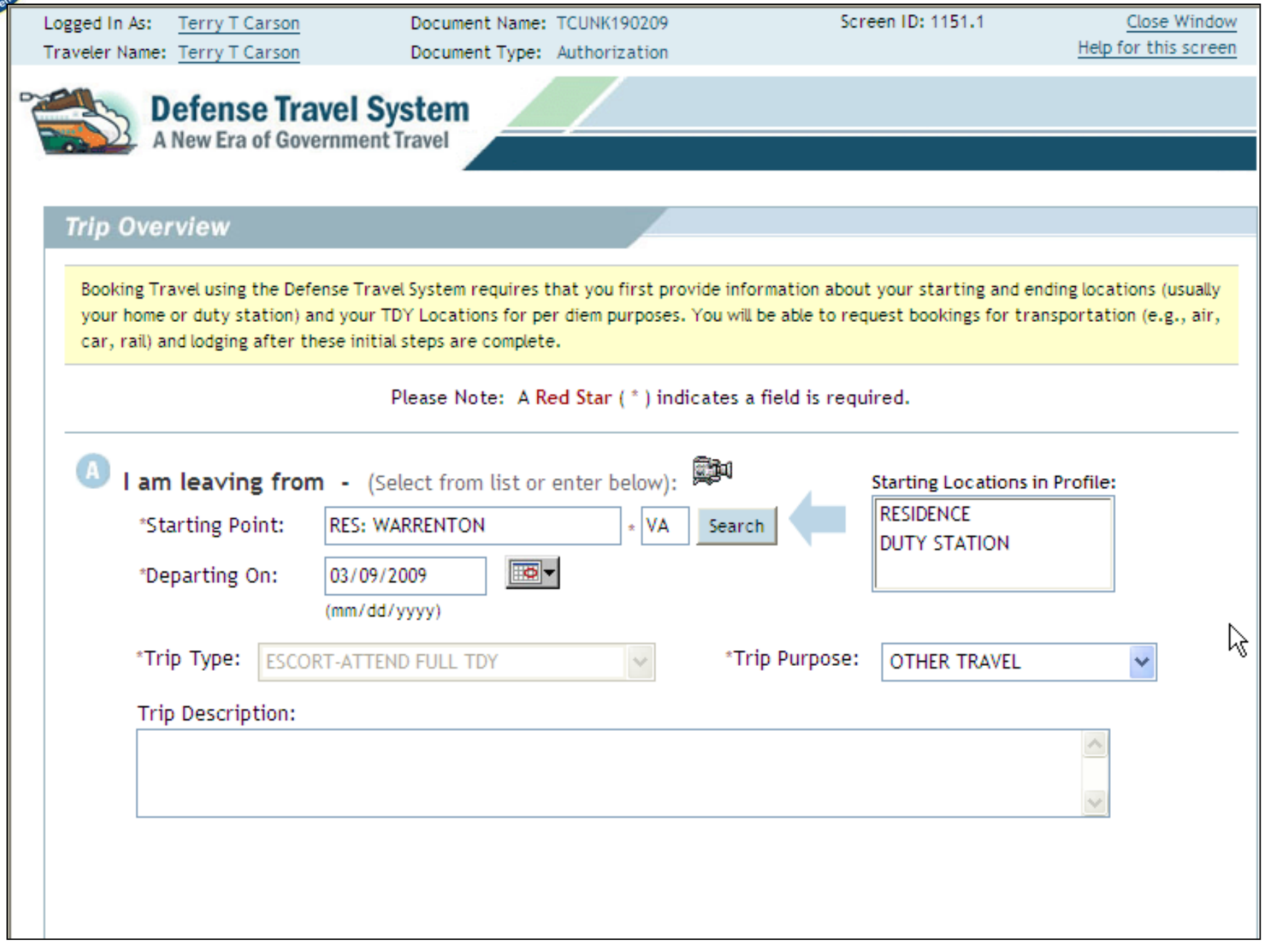
Information Pop-up

***Sample Only**

"Information Only" Trip Types

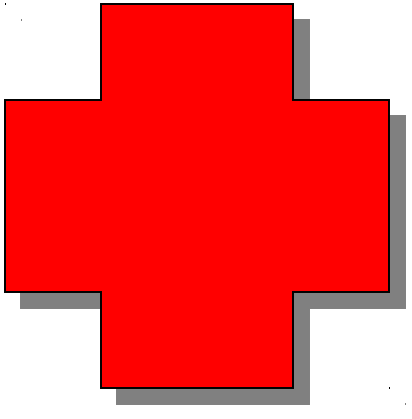


SCT Trip Type Selected



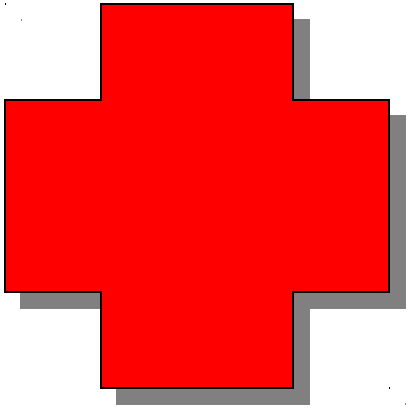
SCT Trip Types: Patient Travel

- MEDIC MIL MEMBER TDY
- MEDIC CIV EMP OCONUS
- MEDIC FAM MEM MIL CONUS
- MEDIC FAM MEM MIL OCONUS
- MEDIC FAM MEM CIV OCONUS
- MEDIC CONVALESCENT LEAVE
- MEDIC EXP FORSPEC NEEDS
- TDRL DISABLED PHYS EXAM



SCT Trip Types: Escort / Attendant Travel

- ESCORT-ATTEND FULLTDY
- ESCORT-ATTEND EMP RETURN
- FAM MEM ILL MIL SPONSOR
- FAM MEM ILL CIV SPONSOR
- FAM MEM CIV ILL MIL SPON
- MEDIC FAM ATTND OVR100MI



SCT Trip Types: Emergency Travel

- EMERGENCY LEAVE
- EMERGENCY WHILE TDY
- EMERGENCY VISIT TRVL (EVT)
- FAM VISIT TRAVEL (FVT)

SCT Trip Types: Military Travel

- UN PEACEKEEPING
- RECALL FROM LEAVE
- SHIP RELOCATED WHEN AWAY
- DISCIPLINARY ACTION
- AMATEUR SPORTS COMP

SCT Trip Types: Civilian Travel

- PRE EMPLOY PERDIEM ONLY
- PRE EMPLOY TRANS ONLY
- PRE EMPLOYMENT FULL TDY
- LABOR ORG REPRESENTATIVE
- TRAVEL AT NO EXPENSE

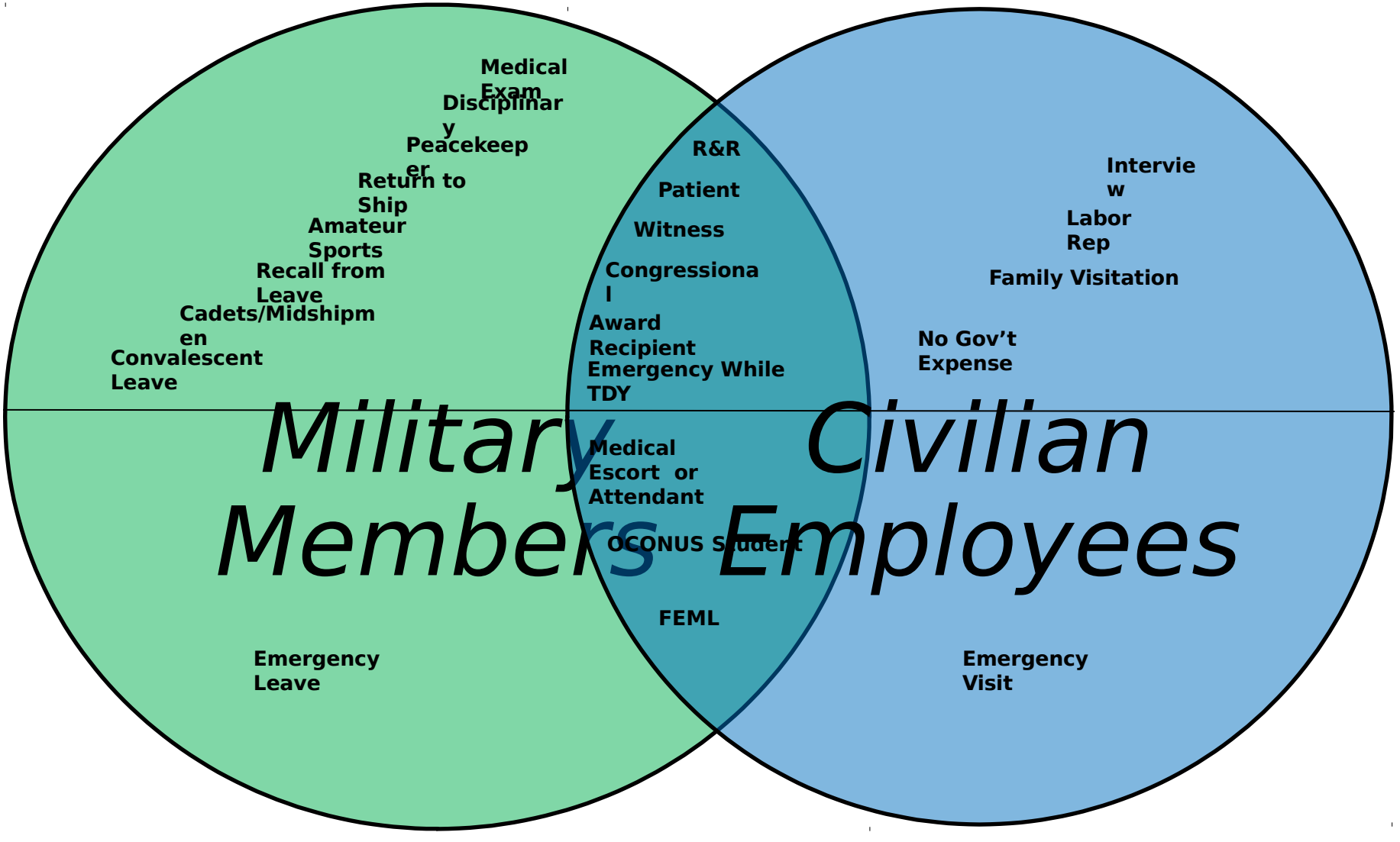
SCT Trip Types: Student Travel

- CADET- MIDSHIPMEN
- STUDENT OF MIL US SCHOOL
- STUDENT OF CIV US SCHOOL
- STUDENT SPEC DoDEA EVAL
- STUDENT DoDEA ACADEM C C

SCT Trip Types: Other Travel

- NON-FEDERAL HONOR AWARD
- WITNESS TRAVEL
- CONGRESSIONAL TRAVEL
- R R AND SPECIAL R R
- FEML-FUND ENVIRO MORALE

SCT Trip Types by Eligible Personnel



Trip types below the line include dependent travel

SCT Trip Types: Full Entitlements

Current DTS Functionality Used	
CADET-MIDSHIPMEN	FAM MEM CIV ILL MIL SPON
RECALL FROM LEAVE	MEDIC CIV EMP OCONUS
UN PEACEKEEPING TDY	PRE EMPLOYMENT FULL TDY
MEDIC MIL MEMBER TDY	LABOR ORG REPRESENTATIVE
TDRL DISABLED PHYS EXAM	STUDENT SPEC DODEA EVAL
SHIP RELOCATED WHEN AWAY	NON-[illegible] AWAR[illegible]
AMATEUR SPORTS COMP	ESCO[illegible] L TDY

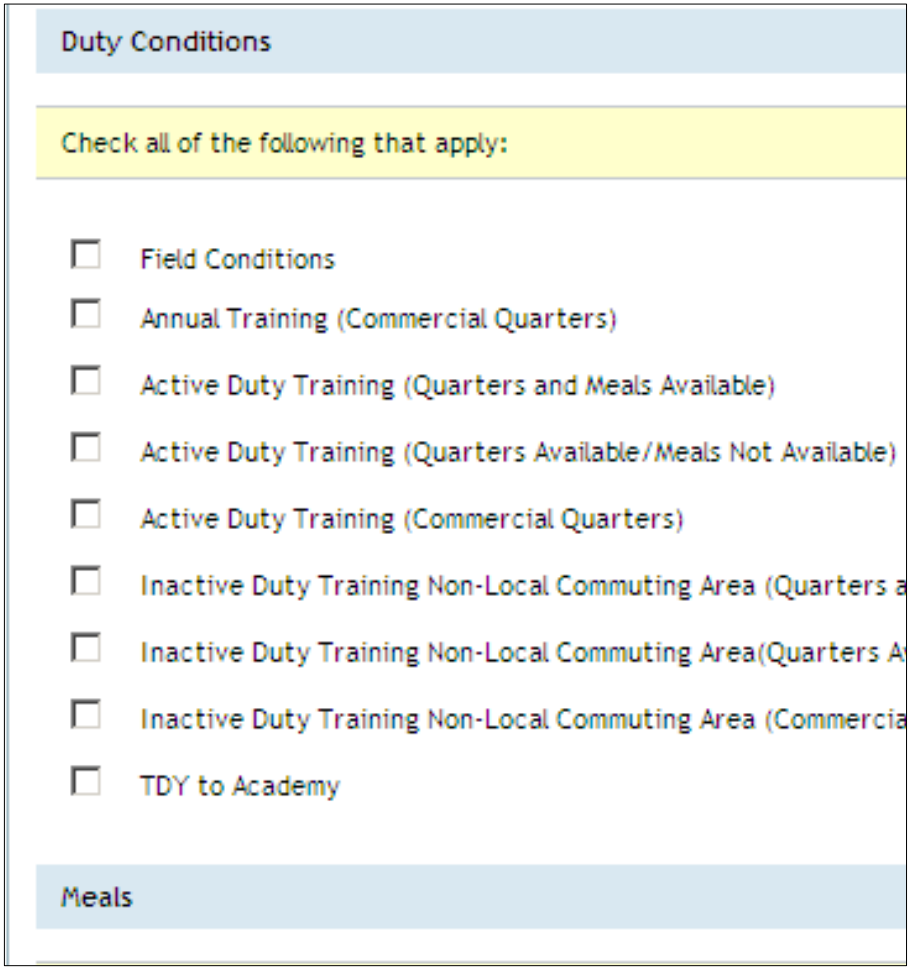
Military Travel

Civilian Travel

Other Travel

All offer full transportation and per diem entitlements

Per Diem Entitlements Detail Screen



Information Only SCT Trip Types

Information Only
FAM MEM ILL MIL SPONSOR
FAM MEM ILL CIV SPONSOR
MEDIC FAM MEM MIL CONUS
MEDIC FAM MEM MIL OCONUS
MEDIC FAM MEM CIV OCONUS
MEDIC EXP FORSPEC NEEDS
EMERG TDY
WITNE
TRAVEL AT NO EXPENSE

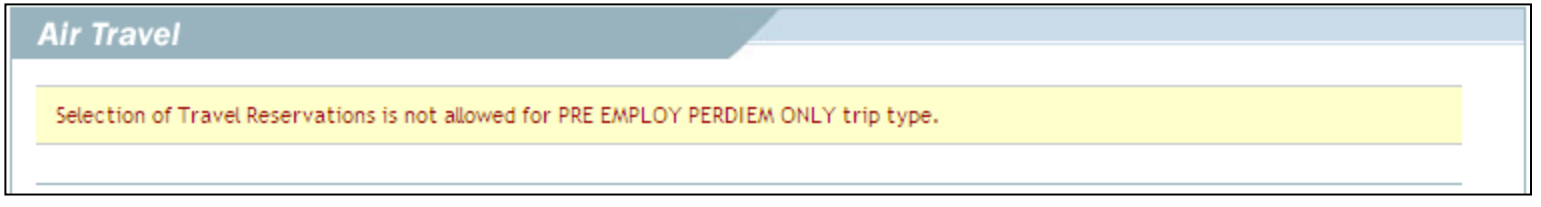
Medical Travel

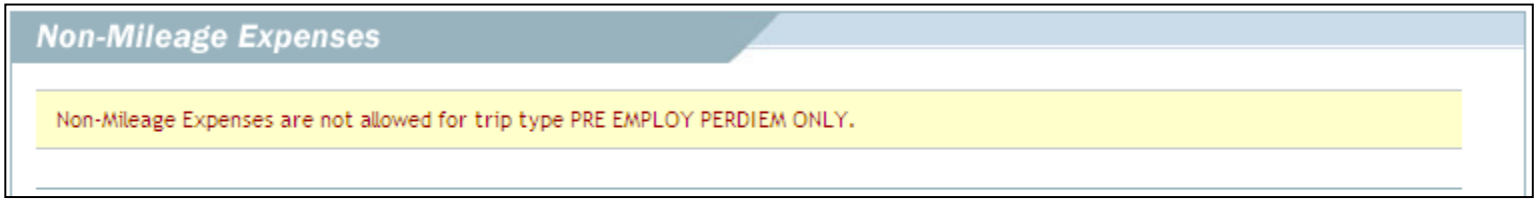
Other Travel

SCT Trip Types: Special Entitlements

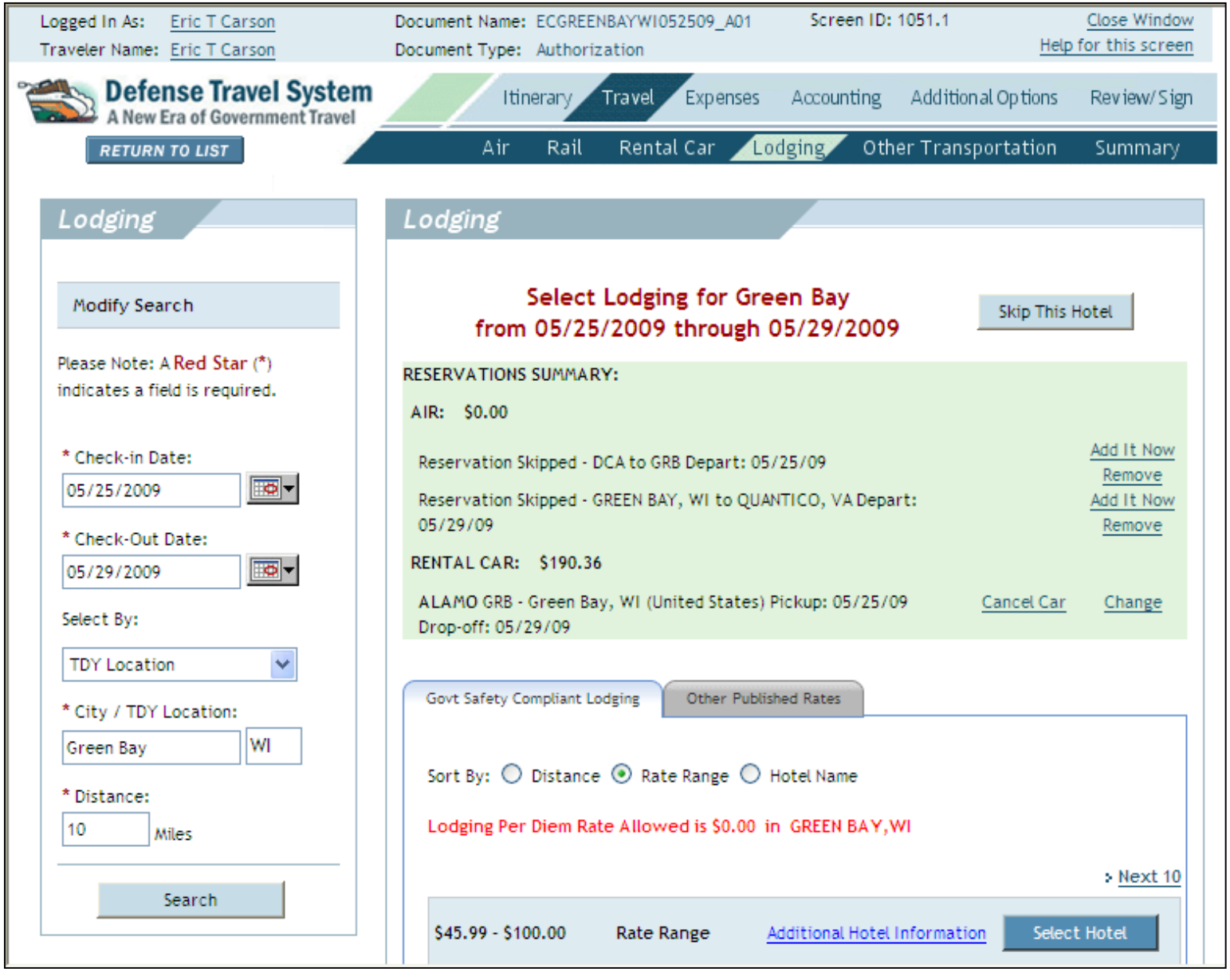
Trip Type	Per Diem	Transportation
EMERGENCY LEAVE	None	Restricted
R R AND SPECIAL R R	None	Restricted
DISCIPLINARY ACTION	None	Restricted
FAM VISIT TRAVEL (FVT)	None	Restricted
PRE-EMPLOY TRANS ONLY	None	Restricted
EMERGENCY VISIT TRVL EVT	None	Restricted
FEML-FUND ENVIRO MORALE	None	Restricted
STUDENT DODEA ACADEM C C	None	Restricted
MEDIC CONVALESCENT LEAVE	None	Restricted
ESCORT-ATTEND EMP RETURN	None	Restricted
STUDENT OF MIL US SCHOOL	None	Full
STUDENT OF CIV US SCHOOL	1 Day Only	Full
PRE-EMPLOY PERDIEM ONLY	Full	None
MEDIC FAM ATTEND OVR100MI	Full	Restricted
CONGRESSIONAL TRAVEL	Special	Special

Blocked Entitlements

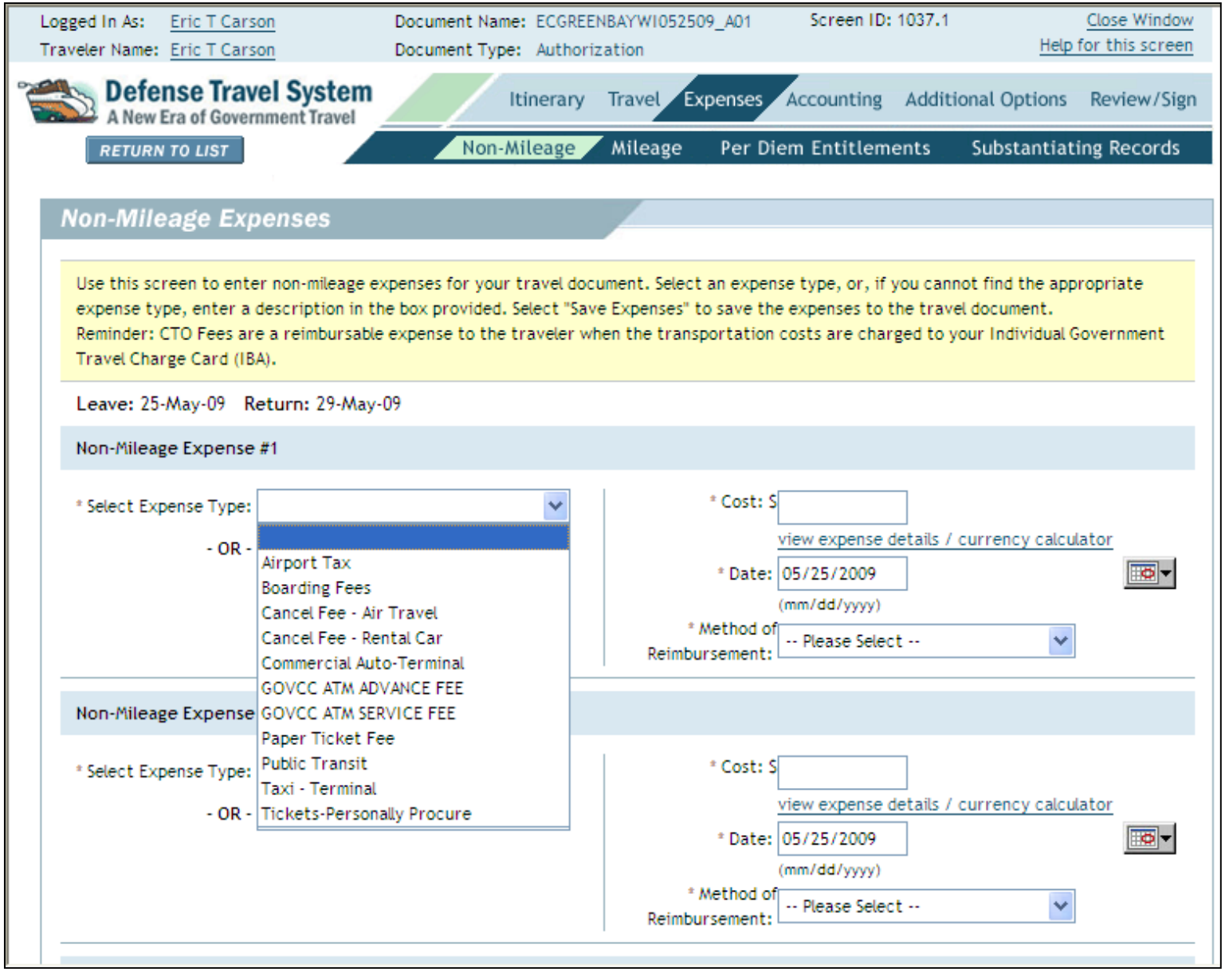




No Per Diem Entitlements



Limited Expense Entitlements



SCT Trip Types: Dependent Travel

Dependent Travel Allowed	
STUDENT OF CIV US SCHOOL	FAM MEM CIV ILL MIL SPON
STUDENT OF MIL US SCHOOL	FAM MEM ILL CIV SPONSOR
STUDENT SPEC DODEA EVAL	FAM MEM ILL MIL SPONSOR
STUDENT DODEA ACADEM C C	MEDIC CIV EMP OCONUS
EMERGENCY LEAVE	MEDIC FAM ATTEND OVR100MI
EMERGENCY VISIT TRVL EVT	ESCORT-ATTEND EMP RETURN
	FEML-FUND ENVIRO MORALE

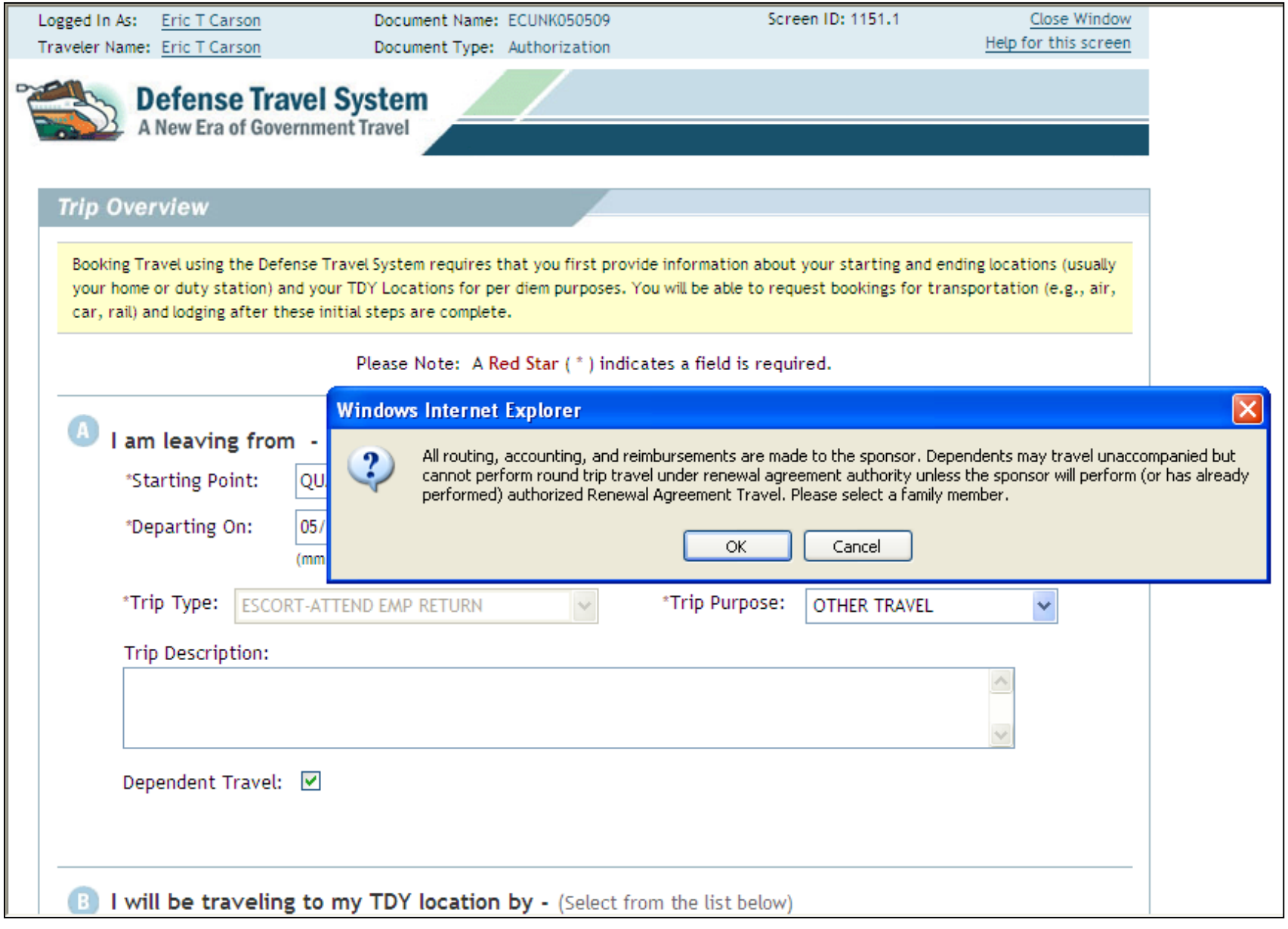
Student Travel

Emergency Travel

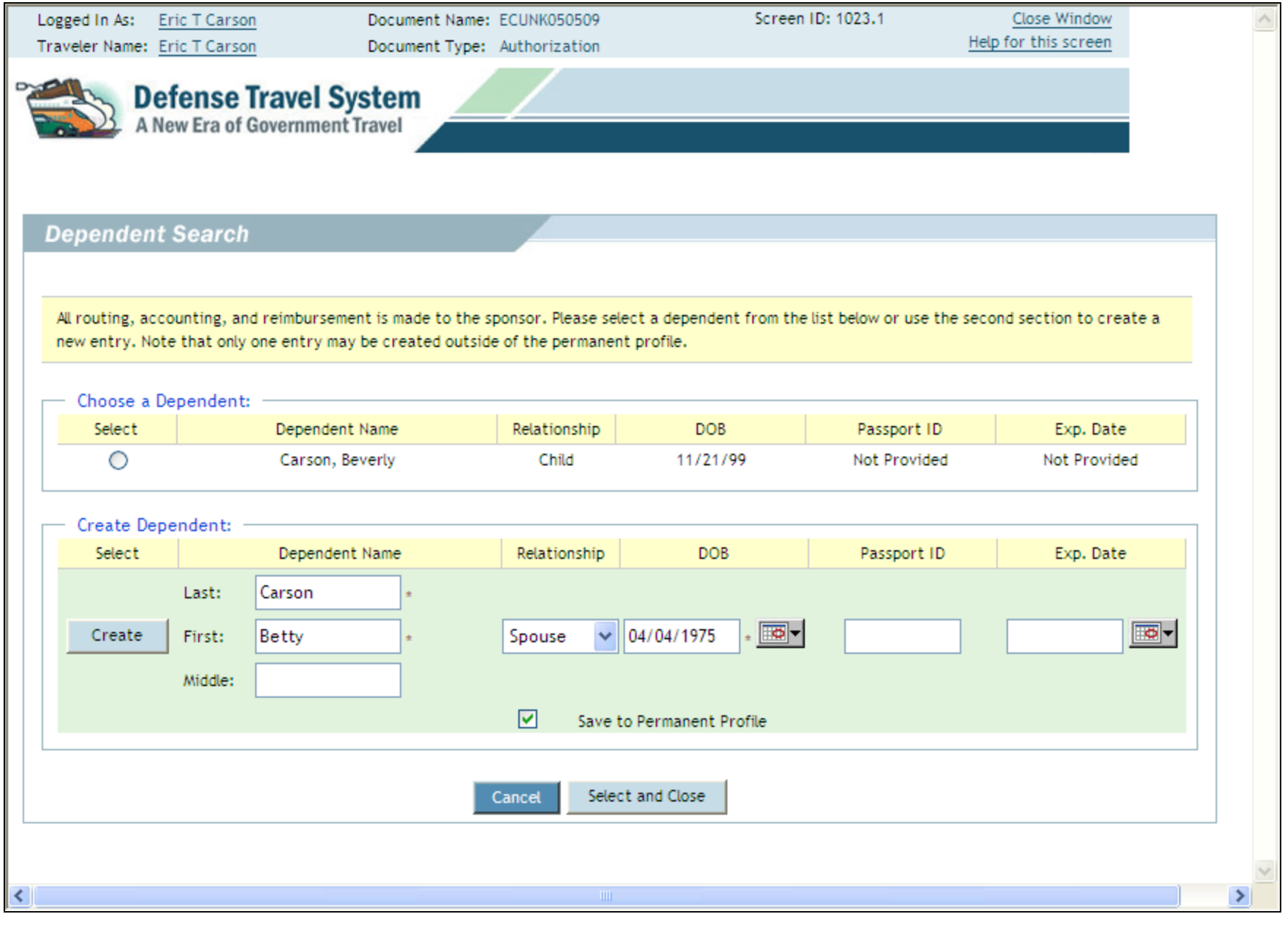
Medical Travel

Other Travel

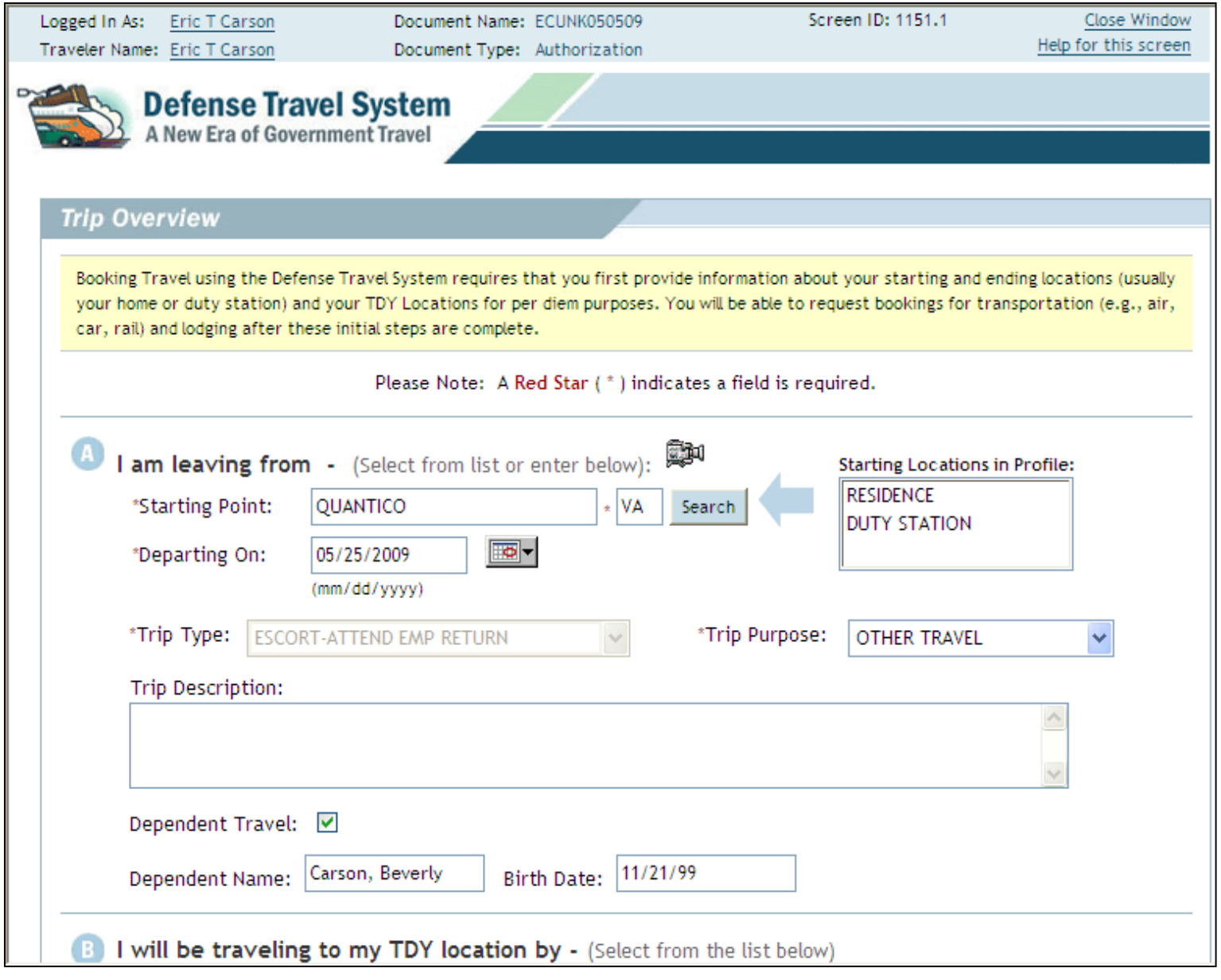
SCT- Dependent Travel



SCT - Dependent Travel



SCT – Dependent Travel



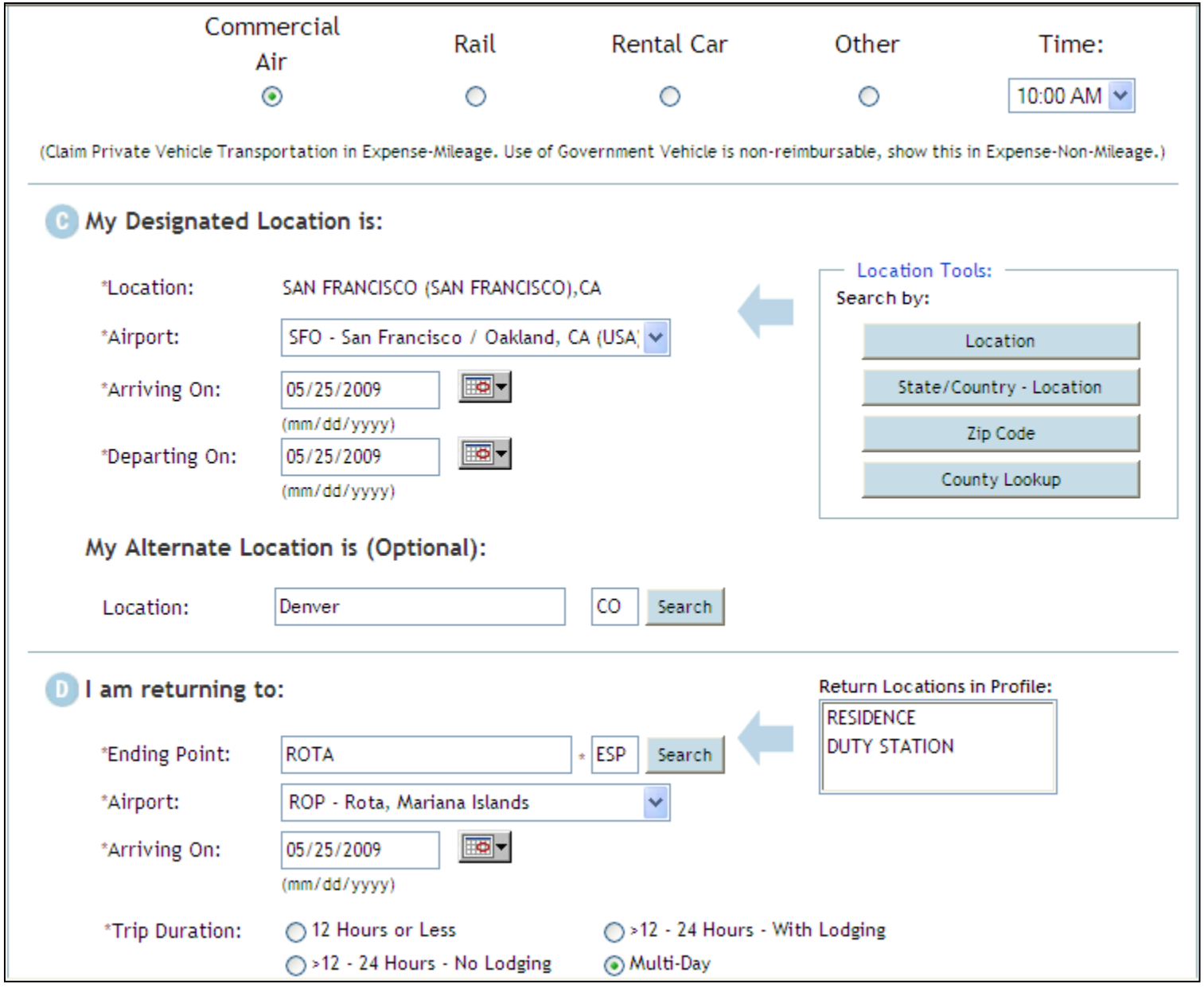
SCT Trip Types: Alternate Locations

Designated / Alternate Location Allowed	
R R AND SPECIAL R R	FAM VISIT TRAVEL (FVT)
FEML-FUND ENVIRO MORALE	EMERGENCY VISIT TRVL EVT

Leave-Related Travel

Emergency Travel

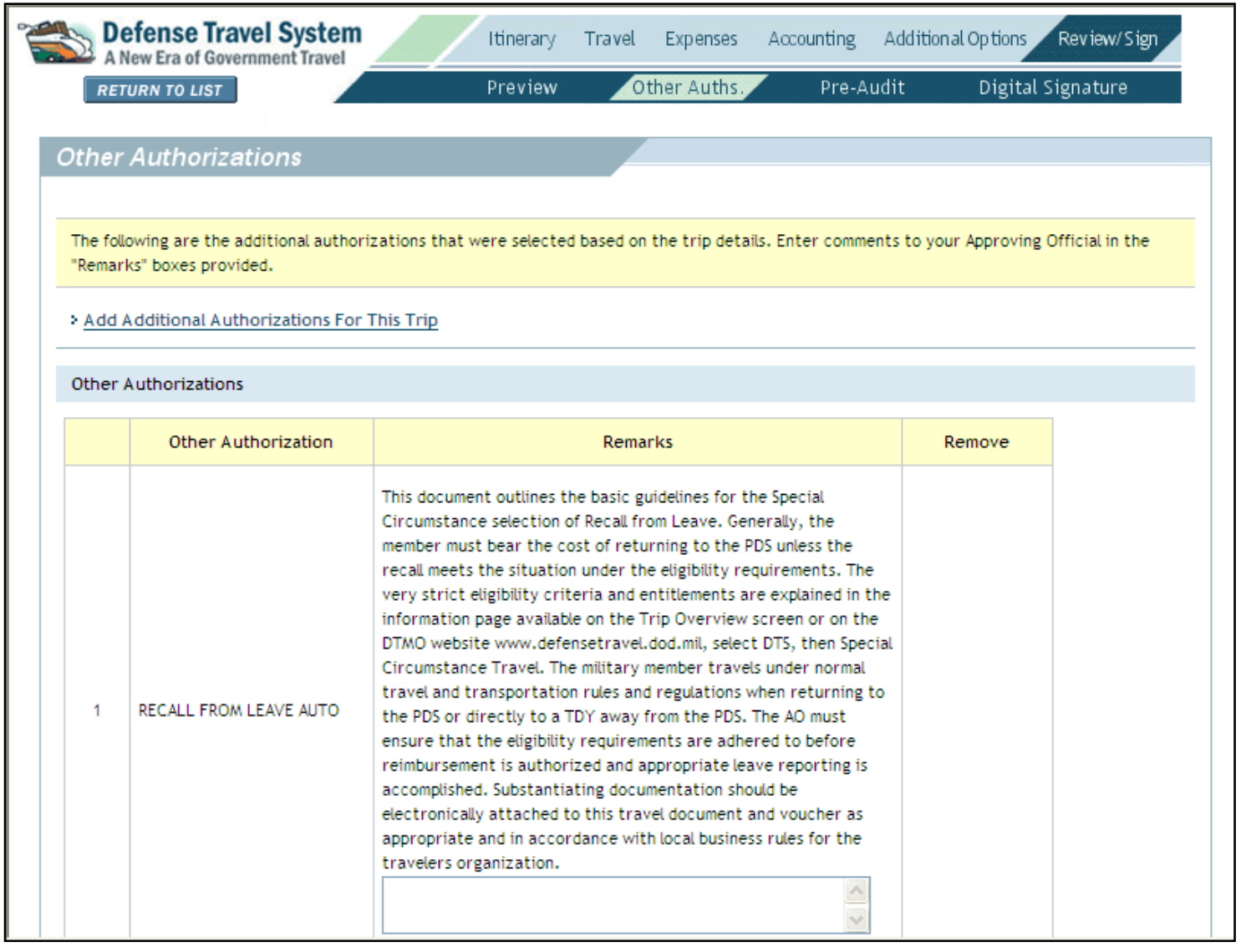
Entering an Alternate Location



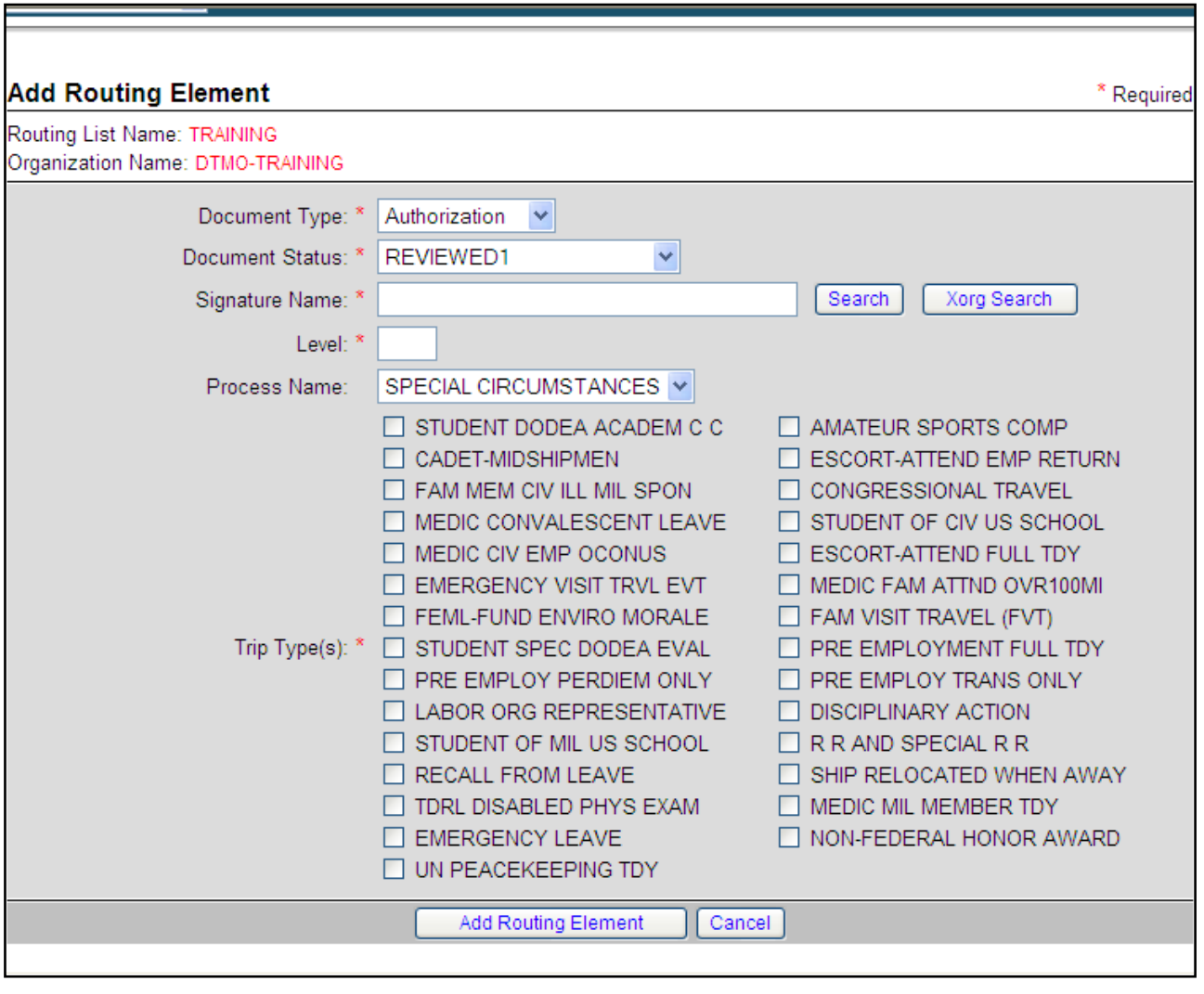
SCT-Specific DTS Functionality

- Other Auths Screen
  - Automatically generated when SCT trip type selected
  - Remarks pre-populated
    - Can be added to but not edited
    - Read-only after save
- SCT Conditional Routing
  - DTA Maintenance Tool > Add Routing Element

Other Auths Screen



SCT - Conditional Routing List



Add Routing Element * Required

Routing List Name: TRAINING
Organization Name: DTMO-TRAINING

Document Type: * Authorization
Document Status: * REVIEWED1
Signature Name: * Search Xorg Search
Level: *
Process Name: SPECIAL CIRCUMSTANCES

Trip Type(s): *

- STUDENT DODEA ACADEM C C
- CADET-MIDSHIPMEN
- FAM MEM CIV ILL MIL SPON
- MEDIC CONVALESCENT LEAVE
- MEDIC CIV EMP OCONUS
- EMERGENCY VISIT TRVL EVT
- FEML-FUND ENVIRO MORALE
- STUDENT SPEC DODEA EVAL
- PRE EMPLOY PERDIEM ONLY
- LABOR ORG REPRESENTATIVE
- STUDENT OF MIL US SCHOOL
- RECALL FROM LEAVE
- TDRL DISABLED PHYS EXAM
- EMERGENCY LEAVE
- UN PEACEKEEPING TDY
- AMATEUR SPORTS COMP
- ESCORT-ATTEND EMP RETURN
- CONGRESSIONAL TRAVEL
- STUDENT OF CIV US SCHOOL
- ESCORT-ATTEND FULL TDY
- MEDIC FAM ATTND OVR100MI
- FAM VISIT TRAVEL (FVT)
- PRE EMPLOYMENT FULL TDY
- PRE EMPLOY TRANS ONLY
- DISCIPLINARY ACTION
- R R AND SPECIAL R R
- SHIP RELOCATED WHEN AWAY
- MEDIC MIL MEMBER TDY
- NON-FEDERAL HONOR AWARD

Add Routing Element Cancel

Summary

- Introduction to SCT
- SCT Itinerary Creation
- SCT Trip Type Descriptions
- SCT Trip Types by DTS Functionality
- SCT Specific DTS Functionality

CLASS CLOSING LOBBY

Lobby set-up:

- Instructor audio turned off
- Questions answered for 15 minutes
- Lobby stays open 60 minutes

Please help us evaluate:

- Complete 3 polls in the lobby
- Fill out ICE card when it opens

Use the lobby resources:

- Download class slides
- Use links to DTMO website & TRAX

THANK YOU FOR ATTENDING

DISTANCE LEARNING

For a three month schedule of
DTMO distance learning classes
Go to the
DTMO Website > Training Resources Center